

10 November 196 pp/S 69-5132

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MEMORANDUM FOR: Deputy Director for Support

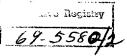
Bob:

As you know, I had intended to discuss Fiscal Year 1970 personnel ceilings with you at our Deputies Meeting on 12 November. Unfortunately, I have had to cancel the meeting. I do not feel we should delay further, however, in advising components of their 30 June 1970 ceilings.

I had expected to review with you in some detail the rationale in arriving at these ceilings, and I will be glad to do so at our next meeting. In the interim, suffice it to say our approach was simply to project our attrition based on our actuarial experience and to control the ceiling by limiting the number of new employees who could be entered on duty. I think a more detailed explanation will satisfy each of you that you got a fair shake.

Wе.	allowed	for	new	EOD's as	follows:

L. K. White



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MEMORANDUM FOR: Deputy Director for Support	
SUBJECT : Personnel Reductions	
1. As you know, the Bureau of the Budget has established an employment ceiling for the Agency of to be achieved by 30 June 1970. This constitutes a 2-1/2% reduction during the current fiscal year, and informally we have been advised that another 2-1/2% reduction will be imposed next fiscal year.	25X1 25X1
2. Having studied this problem at some length, I have reached the conclusion that insufficient time remains in FY 1970 to undertake the kinds of thoroughgoing studies which could lead to reductions based on programmatic decisions. For FY 1971, however, the Agency can and should approach the next phase of this reduction exercise by reassessing priorities, examining procedures, and then reducing or eliminating the least profitable activities. FY 1971 reductions will, therefore, be the subject of subsequent discussions. We will, however, need to get started fairly soon in order that appropriate actions can be taken in an orderly and timely manner.	
3. There are several ways we can meet the immediate requirement of reducing Agency employment totals by in the next eight months. After examining the alternatives I believe that the best procedure is to manage this reduction by controlling the flow of new employees coming in to replace those lost through attrition. To accomplish this we are required to establish revised year-end ceilings, but it will not be necessary at this time to restructure formal tables of organization.	25X1 ,
4. For the Support Directorate the 30 June 1970 on-duty personnel ceiling (excluding the Career Trainee Program) is established at derived in the following manner:	25X1
a. current on-duty strength	25X1
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c. minus statistically projected attrit	ion 25X1
d. plus anticipated EODs between now 1970 from those already in the pipeline	and 31 January 25X1
e. plus an EOD authorization for addibetween 31 January and 30 June 1970	tional recruitment 25X1
As agreed, the 30 June 1970 ceiling for the Career will be	: Trainee Program
5. Obviously it will be necessary to work of Director of Personnel in order to monitor attrition and also to take necessary action to adjust the mix and clericals if an imbalance is indicated. Further be moving in a downward trend some degree of maintained in our recruiting mechanism so that no in an orderly manner.	n and accession rates t between professionals or, even though we will omentum must be
6. In order to prepare the FY 1971 Congress winter it will, of course, be necessary to distribute reduction so that the lower figures for both dollars positions are properly reflected. I realize that the considerable study over the next few weeks, but the later than 1 January 1970 in order that we may sufficient to congress early in the new year.	te the FY 1970 s and personnel is will require is must be done not
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Executive Director-Comptroller

cc: Director of Personnel

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DD/S 69-4782  20 October 1959  MEMORANDUM FOR: Executive Director-Comptroller  SUBJECT: Personnel Ceiling Reduction  REFERENCE: Your Memo for DD's dtd 14 Oct 69, same subj  1. We have examined in depth the problem of personnel ceiling reductions during FY 1970 required in excess of the expected yield of OPRED ceiling positions.  2. After careful and deliberate consideration of the Agency's CTP posture, I believe a ceiling reduction would be appropriate.  2. In the light of the Agency's existing military strength and subject to further military reductions, I believe that we can reduce the strength of our Mobilization and Military Personnel Division.  4. The OPRED reduction of Compunications positions	Approved For Release 2006/06/02 : CIA-RDP84-00780R003500080040-4
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Should be offset by a headquarters could increase   Decrease of Workload	4. The Original of Constantications bostcom
transferred, leaving a net reduction I am submitting to you separately 25X1 a paper on this subject.	insferred, leaving a net reduction I am submitting to you separately 25X1
5. In order to achieve the Agency-wide reductions required for FY 71, inter-Directorate consideration should be given to consolidations such as the following which might result in reasonable reductions in numbers of personnel:  a. Messenger and courier systems throughout the Agency;	er-Directorate consideration should be given to consolidations such as the lowing which might result in reasonable reductions in numbers of personael:

c. Technical operations and support facilities, such as laboratories, workshops, production shops and test facilities. This could provide for central technical facilities to be used by a number of components;

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- d. Training functions now performed separately in various components of the Agency outside of OTR;
  - e. Air support;
- f. Within Directorates of branches, sections and perhaps divisions performing closely related and relative similar functions thereby reducing the command structure, staff and administrative support elements;
- g. Functions now performed at certain overseas bases which could be consolidated with existing headquarters elements.

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- 6. All Directorates could consider replacing by contractual arrangements service functions performed by staff personnel. For example, in the Support Directorate the following contractual arrangements might be initiated:
  - a. Executive Dining Room
  - b. Assigned chauffeurs
  - c. Automotive maintenance
  - d, Shuttle Bus service
  - e. Pneumatic tube system maintenance
  - T Lf. Typewriter repair

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SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

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